

# 184 BOMB WING MOBILITY BOOKLET





**KANSAS AIR NATIONAL GUARD**  
HQ, 184TH BOMB WING  
McCONNELL AIR FORCE BASE, KANSAS

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Dear Spouse

As a member of the 184th Bomb Wing your spouse is part of a very important mission to defend and protect the community, state and nation. It takes each and every member working together to maintain that mission. If tasked to mobilize, it would not be easy for the member or his/her family. We have designed the attached booklet to answer questions you might have in the event your spouse is mobilized. If you have questions not addressed in this booklet, please do not hesitate to give us a call. We have professional people eager to assist you and your family. In the front of this booklet are informational phone numbers for you to use if questions arise.

We have included topics we feel would be important to you such as health insurance, life insurance, pay and leave procedures. In the back of the booklet you will find a section on commonly asked questions and a checklist for family readiness. Completing the checklist will ensure you and your family are ready for this transition.

The unit has created a Family Support Group, which consists of members from the unit as well as spouses and volunteers to assist you and your family. This group was created to provide support and guidance now and in the event of mobilization.

It is my opinion that the information in this booklet is of great importance. The best method of preparing for extended family separations is to plan ahead. The decisions you make now could be crucial to the welfare of your family.

Sincerely

A handwritten signature in black ink, appearing to read "Gregory B. Gardner".

GREGORY B. GARDNER, Colonel, KSANG  
Commander

# TABLE OF CONTENTS/INFORMATION NUMBERS

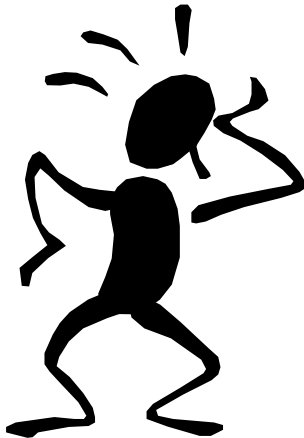
SUBJECT	PAGE
INTRODUCTION	1
MOBILIZATION	2
TRICARE (INFO # 687-7712 OR 7763)	3
ID CARDS (INFO # 687-7836 OR 7829)	4
SPECIAL PAY, INCENTIVE PAY AND ALLOWANCES (INFO # 687-7656)	4
SGLI (INFO # 687-7836 OR 7829)	5
LEAVE POLICIES (INFO # 687-7656)	5
RECORD OF EMERGENCY DATA (INFO # 687-7836 OR 7829)	6
RETIREMENT POINTS (INFO # 687-7836 OR 7829)	6
FAMILY SUPPORT GROUP (INFO # 687-7827)	6
CHAPLAIN SERVICES (INFO # 687-7713)	7
AIR FORCE AID SOCIETY	7
RED CROSS	8
SOLDIERS AND SAILORS CIVIL RELIEF ACT (INFO # 687-7607)	9
WILLS AND POWERS OF ATTORNEY (INFO # 687-7607)	10-11
MEMBERS ELIGIBLE FOR DEPLOYMENT (INFO # 687-7836 OR 7829)	11
DELAY AND EXEMPTION FOR MILITARY MEMBERS (INFO # 687-7836 OR 7829)	11-12
UNIFORM CODE OF MILITARY JUSTICE (INFO # 687-7607)	12
RE-EMPLOYMENT RIGHTS (INFO # 687-7607)	12-13
AIR TECHNICIAN BENEFITS	13-16
TECHNICIAN EMPLOYMENT (INFO # 687-7763 OR 7712)	13
FEDERAL EMPLOYEES HEALTH BENEFIT PLAN (FEHBP) (INFO # 687-7763 OR 7712)	13
FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) (INFO # 687-7763 OR 7712)	13
NATIONAL GUARD ASSOCIATION OF UNITED STATES (NGAUS) (INFO # 687-7763 OR 7712)	13
AMERICAN EQUITY (VULCAN) (INFO # 687-7763 OR 7712)	13
ACTIVE DUTY FOR CIVIL SERVICE RETIREMENT SYSTEM (CSRS) AND FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) (INFO # 687-7763 OR 7712)	14
THRIFT SAVINGS PLAN (TSP) (INFO # 687-7763 OR 7712)	14
THRIFT SAVINGS LOANS (INFO # 687-7763 OR 7712)	14
UNION DUES (INFO # 687-7656)	14
SAVINGS BONDS (INFO # 687-7656)	14
CHARITIES (INFO # 687-7656)	15
DIRECT DEPOSITS, POWER OF ATTORNEYS, LEAVE AND EARNINGS STATEMENT, AMERICAN EXPRESS, DEBTS AND ALLOTMENTS (INFO # 687-7656)	15
FACT SHEET ON ADDITIONAL 44 DAY OCONUS MILITARY LEAVE OPTION FOR TECHNICIANS (INFO # 687-7763 OR 7656)	15-16
TECHNICIAN 44 DAY OCONUS MILITARY LEAVE OPTION CONT (INFO # 687-7763 OR 7656)	16
MILITARY LEAVE CALENDAR (INFO # 687-7656)	17-18
COMMONLY ASKED QUESTIONS	19-20
FAMILY READINESS CHECKLIST	21-27

## INTRODUCTION

This booklet is designed to provide a brief look at mobilization procedures and entitlements in the event you or your spouse are called to extended active duty (EAD). It will also provide you with a summary of the benefits, policies and procedures, which would apply to you and your family in case you were called to extended active duty.

As an Air National Guard member, you may be called to extended active duty for augmentation of the active Air Force. It is advisable that you and your family read and understand this booklet so that you can be prepared to enter extended active duty during any type of mobilization.

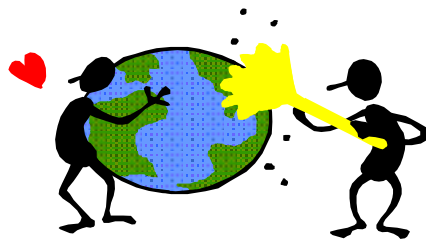
The information in this booklet is correct and current as of the date of publication. However, changes do occur constantly in programs and benefits. Therefore, you should contact the responsible agency/office to verify the information.



## WHAT IS MOBILIZATION?

Assembling the National Guard and Reserve forces for active duty in times of war or other national emergency.

Mobilization may have to be completed in an extremely limited period of time due to the critical nature of the situation. Therefore, to the maximum extent possible, pre-mobilization actions should be taken to minimize the need for the individual to be processed after mobilization. To ensure rapid and accurate mobilization, it is imperative that you keep the Military Personnel Flight (MPF) and the Military Pay Section advised of any changes in your marital and dependent's status, address changes, etc. This will ensure that you and your family receive all the benefits to which you are entitled. After mobilization there may be little or no time available to catch up on paperwork. You must also keep your unit locator card up-to-date.



## DEGREES OF MOBILIZATION

There are different degrees of mobilization in which you might be called to Extended Active Duty (EAD). The following is a brief description of each:

**SELECTIVE MOBILIZATION:** The emergency usually involves a natural disaster or civil disturbance. There is no outside threat to National Security.

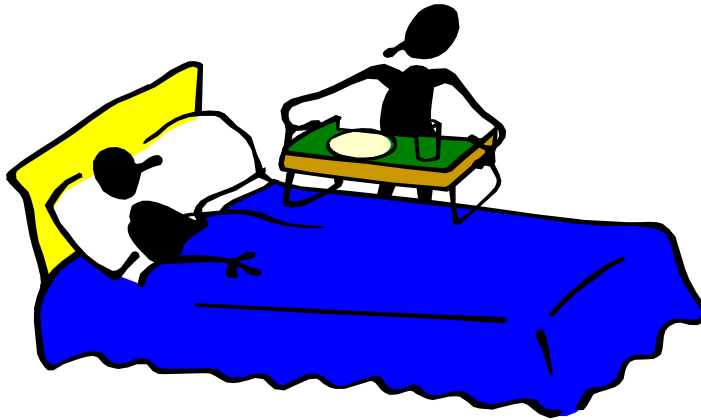
**PARTIAL MOBILIZATION:** Without declaring a national emergency the President can expand active forces by as many as 200,000 members for up to 90 days (plus an additional 90 days in some cases).

**FULL MOBILIZATION:** By joint declaration the House and Senate can mobilize all Guard and Reserve members. This occurs in time of war or national emergency.

**TOTAL MOBILIZATION:** The entire Armed Forces are activated. All our nation's resources, factories and facilities are turned over to military production.

## **HEALTH CARE FOR MILITARY MEMBERS DEPENDENTS:** **TRICARE**

TRICARE is the military health care system. The system provides three options for family healthcare: TRICARE Extra, TRICARE Standard and TRICARE Prime. Spouses and unmarried children of members who are ordered to active duty for more than 30 consecutive days are authorized to use TRICARE Extra and TRICARE Standard, but they cannot enroll in TRICARE Prime unless the member's active-duty period lasts at least 180 days. When using TRICARE Extra and Standard, deductibles must be met.



### **TRICARE Standard**

TRICARE Standard is the same as the former CHAMPUS. You can choose any civilian provider to receive medical care. After an annual deductible is met, you pay a percentage (normally 20%) of the total charges for any medical care you receive. There will be no monthly fee. The deductible will be met as care is provided. Providers who do not accept TRICARE assignment may bill you for charges over the Standard allowable rates.

### **TRICARE Extra**

By using providers in the civilian TRICARE network, you receive a 5 percent discount over TRICARE Standard, after your annual deductible is met. A list of doctors is located on the World Wide Web ([www.triwest.com](http://www.triwest.com)) or you can ask your doctor if he is a TRICARE provider. These providers accept TRICARE's negotiated fee for services. After an annual deductible is met, you pay a percentage (normally pay 15%) of the total charges for any medical care you receive after the deductible has been met.

### **DEDUCTIBLES**

\$150.00/individual or \$300.00/family for E-5 and above, \$50.00/\$100.00 for E-4 and below.

## **DEPENDENTS DENTAL PLAN**

Dental Care for your dependents at a Government facility are on an emergency basis only.

## **IDENTIFICATION CARDS**

An active duty (Green) Identification Card (DD Form 2 ACT) will only be issued to mobilized personnel after it has been determined that the period of active duty will be for 31 days or more. During the interim period your Reserve (Red) Identification Card (DD Form 2RES) or your new Reserve (green) Identification Card (DD Form 2RES) with a copy of your active duty orders will entitle you to receive all benefits. These benefits include unlimited use of Commissary, Base Exchange and Theater.

Once it has been determined that the period of active duty will exceed 30 consecutive days, dependents may be issued the appropriate dependent identification cards.

## **SPECIAL PAY, INCENTIVE PAY, AND ALLOWANCES**

Personnel with dependents who do not occupy Government Quarters are entitled to receive Quarters and Subsistence allowances. Officers are entitled to Basic Allowance for Subsistence (BAS) at all times on a monthly basis for periods of Extended Active Duty (EAD). Enlisted members are entitled to BAS if no government dining facility is available or if permission to dine separately is granted when government dining facility is available.

Hazardous Duty Incentive Pay may be authorized to individuals who are assigned flying duty on a recurring basis as non-crew members or performing approved duty in certain career fields.

## **GENERAL RULES ON SPECIAL PAY, INCENTIVE PAY, AND ALLOWANCES**

1. **Imminent Danger Pay (IDP)** - Some military members may be entitled to IDP (\$5.00 a day). The area has to be determined a combat zone.
2. **Hostile Fire Pay (HFP)** - A member who is entitled to basic pay is entitled to one, HFP or IDP for any month during any part which the member is:
  - A. On official duty in a HFP/IDP area,
  - B. Subject to hostile fire or explosion of hostile mines, or
  - C. Killed, injured, or wounded by hostile mines, or any other hostile action.
3. **Family Separation Allowance (FSA)** - Officers and enlisted must be TDY for 30 or more consecutive days, and have dependents, to be eligible to receive \$3.33 a day (\$100.00 a month).
4. **Foreign Duty Pay (FDP)** - Enlisted personnel entitlement only, amount is based on rank.

5. **Combat Zone Tax Exclusion (CZTE)** - Officers and Enlisted are entitled to CZTE. The maximum exclusion for any given month is the maximum base pay for a Chief Master Sergeant (CMSgt). The area has to be determined a combat zone. One day of official duty qualifies the member for that month of CZTE.
6. **United States Savings Deposit Program (USSDP)** - A member may elect to start an allotment to accumulate up to \$10,000.00 in this program. Ten percent interest will be paid on your savings up to the maximum. This entitlement is available to enlisted and officers, after 90 continuous days of duty in an IDP area.
7. **Base Allowance for Housing (BAH type II)** - This entitlement used to be known as Base Allowance for Quarters (BAQ). Personnel in an extended active duty (EAD) title 10 status, with or without dependents will be entitled to BAH type II based on their dependent status, and their rank. BAH is not authorized for single members without dependents, staying in government provided housing.
8. **Base Allowance for Subsistence (BAS)** - Officers are entitled to BAS at all times on a monthly basis unless in field conditions. Enlisted members are entitled to BAS if no government mess is available or if permission to mess separately is granted when government mess is available.

## **SERVICEMEN'S GROUP LIFE INSURANCE**

As you were advised at the time of your enlistment/appointment in the Kansas Air National Guard, you are eligible for coverage under the Servicemen's Group Life Insurance program on a full-time basis. This coverage applies in both a non-mobilized (Air Guard) and a mobilized (extended active duty) status. There is no "war clause" which would eliminate or restrict coverage of this insurance in case of armed conflict. Therefore, you will have full coverage following mobilization. Whatever coverage you elected will remain the same and will continue to be deducted from your pay.



## **LEAVE POLICIES**

Upon entry on Extended Active Duty (EAD) you will accrue annual leave at the rate of 2 1/2 days per month. To apply for ordinary leave, you would consult your supervisor to ensure that the section schedule and workload will permit granting of leave. Upon your supervisor's concurrence, you would visit your unit orderly room to initiate an AF Form 988, Leave Request/Authorization.



Upon release from active duty you may be paid for accrued leave not to exceed payment for a total of 60 days.

Emergency leave may be granted if the member's presence can alleviate or resolve an emergency situation within the member's immediate family or the immediate family of the member's spouse. The American Red Cross may be required to verify the emergency condition. The member should contact the First Sergeant or Unit Commander upon receipt of notification of a situation requiring emergency leave.

The time that an individual is on emergency leave is charged against his/her annual leave balance. Leave is controlled by AFI 36-3003.

## **RECORD OF EMERGENCY DATA**

The DD Form 93, "Record of Emergency Data", is an essential part of each individual's personnel records. It is imperative that this form be current at all times. This form provides current emergency information to be utilized in the event the member becomes a casualty, prisoner of war (POW) or missing in action (MIA). It serves as an official document, and is required by law, for designation of beneficiaries for gratuity pay and unpaid pay and allowances.

It is imperative that this form be kept accurate and up-to-date, with particular emphasis on change of addresses, the addition of a newborn child, and changes in marital status. The Customer Service section in the Military Personnel Flight (MPF) will assist the member in making any changes the member needs.

## **RETIREMENT POINTS**

Every day an individual is on Extended Active Duty (EAD) or Title 10 they will accrue one retirement point.



## **FAMILY SUPPORT**

The purpose of the Family Support Group is not just activities for kids and parties for the families – it is much more! The purpose of the Family Support Group is:

- To provide support/guidance for the family members of the 184 Bomb Wing

- To prepare families in the event of mobilization of military members
- To educate family members about benefits and entitlements
- To encourage family members to participate in activities which support the unit

The Family Support Group is here for your family. If you have any questions or if you would like to become a volunteer, please phone: 687-7827.

## **CHAPLAIN SERVICES**

The Chaplain Office offers:

- Work-site and field visitation and counseling (which is confidential)
- Emergency and Medical ministration
- Provide religious material
- Worship services and Bible studies for all religious faiths
- Provide and conduct religious rites and ceremonies
- Minister to the dying of all faiths
- Conducts memorial and funeral services
- Offer sanctuary for the weary and tired
- A listening ear and a willingness to help
- Internal conflict mediation (personal and site staff)
- Direct link to Family Support services and Red Cross
- Crisis and referral counseling (death & dying issues and emergency leave, humanitarian reassignment)
- Family counseling
- Stress and Trauma counseling

## **AIR FORCE AID SOCIETY**

The Air Force Aid Society (AFAS) is the official charity of the U.S. Air Force. It promotes the Air Force mission by helping “to relieve distress of Air Force members and their families and assisting them to finance their education”. To be eligible for financial assistance Air National Guard and Air Force Reserve personnel must be on extended active duty over 30 days (Under Title 10, U.S. Code). Financial assistance is given when a qualifying individual cannot otherwise pay for specific basic needs essential to continued personal effectiveness as an Air Force member.

The Society believes that it is better to err on the side of generosity in assisting with need. However, AFAS does not provide assistance for nonessentials, nor does it supplement the income of people who consistently lack sufficient self-discipline to live within their means. The Society does not use contributed dollars to assist members with “wants” and “desires” – needs are first priority. Emergency Assistance can be given as an interest free loan, a grant, or a combination of both. Emergency Assistance is given when: a member cannot otherwise pay for specific basic needs –

lack of which would affect the member's AF job or the essential quality and dignity of life the AF wants for its people. The need is essential, not merely desirable. It is aimed at specific needs – and generally limited to relatively short periods. Some of the covered emergencies include:

- Basic Living Expenses
- Medical/Dental Care
- Funeral Expenses
- Assistance with other emergencies
- Pay/Allotment Problems

In addition to meeting the emergency assistance needs for the AF community, AFAS manages several other major assistance programs, which deserve special mention.

- Respite Care
- “Give Parents a Break” Program
- Family Income Management
- Arnold Education Grant Program
- Spouse Tuition Assistance Program
- Vocational/Technical Training

For more information on these programs please contact the Air Force Aid Society at 652-6020, located in the Family Support Center, McConnell AFB.

## **RED CROSS**

The American Red Cross provides services to military members and their families. Loans and monetary grants are available from the Red Cross to relieve emergencies that may occur. The Red Cross is the only agency that is authorized to verify situations requiring emergency leave such as a death or serious illness in the family of the member or his dependents. Thus, the Red Cross acts as a communications link between the military member and his family in an emergency. The Red Cross also obtains information about a member or members of his family when they cannot be located or there is concern about their welfare. The following are ways to contact The Red Cross:



### **HOURS OF SERVICE**

**AMERICAN RED CROSS FIELD OFFICE McCONNELL AIR FORCE BASE, KANSAS.**

**53147 Kansas Street, Suite 111, Bldg 732  
Wichita, Ks. 67221 - 3604**

**(Located in the Family Support Center on the Active Duty side of the Base)**

**HOURS: 9:00 a.m. - 3:00p.m.**

**MONDAY – FRIDAY**

**PHONE: (316) 682-2332-EMERGENCY COMMUNICATIONS & CASEWORK**  
**24 hrs. 7 days a week**

**or**

**PHONE: (316) 652-5202 NON EMERGENCY RED CROSS SERVICES (BLOOD  
DRIVES, SAFETY SERVICES, VOLUNTEER ISSUES, etc.)**  
**AMERICAN RED CROSS MIDWAY KANSAS CHAPTER**  
**707 North Main**  
**Wichita, Ks. 67203 - 3669**

**HOURS: 8:00 a.m. - 4:30p.m. (MONDAY – FRIDAY)**

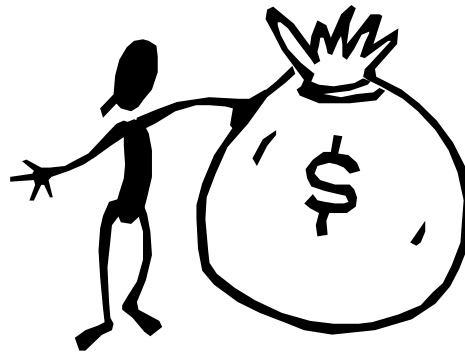
**PHONE: (316) 268-0800**

**EMERGENCY SOCIAL SERVICES LOCAL CHAPTER AFTER HOURS PHONE:**  
**(MILITARY, DISASTER, CIVILIAN, etc.)**

**or**

**(316) 265-6601 or 268-0800**

**FOR 24 HR. DISASTER & MILITARY EMERGENCIES**



### **SOLDIERS AND SAILORS CIVIL RELIEF ACT**

The Soldiers and Sailors Civil Relief Act of 1940 (SSCRA), as amended, was passed by Congress to provide protection to persons entering or called to active duty in the U.S. Armed Forces. Reservists are protected under this also, and the coverage begins the date an individual enters active duty until the date of discharge. The Soldiers and Sailors Civil Relief Act will work to protect service members in many situations by helping make arrangements to deal with debts not able to be paid as a direct result of active duty.

The act addresses limitations on interest payments, stays of proceedings, default judgments, and suspensions of statutes of limitation. The criteria for relief is that the service member's obligation was incurred prior to military service, that the service "materially affects" the member's ability to pay the obligation and that the individual is now on active duty. The limitation on interest payments is triggered at the time the member enters active military service, **whether voluntarily or involuntarily**, rather than at the time the protection is invoked.

The Soldiers and Sailors Civil Relief Act is not automatic. Service members must **"trigger"** the act by letting the agencies involved know that they have been placed on

active duty. Courts, finance companies, banks, etc. have no way of knowing that someone is on active duty without being told. The burden is then on the lender to seek relief in court by proving the member's military service does not materially affect his or her ability to pay. For closed end credit, such as home mortgages, most mortgage companies are in compliance. For example, Federal National Mortgage Association ("Fannie Mae") will reduce interest to six percent upon receipt of orders, usually without determining material effect. For open-ended credit (credit and charge cards), banks must distinguish between pre and post active service credit. Pre-active duty credit cards are normally frozen when the outstanding balance is subject to the six- percent limit. A new credit card is then issued for charges made during active duty, at the current interest rate.

This is only a short synopsis of the Soldiers and Sailors Civil Relief Act, contact the Legal Assistance Office for further information.



### **WILLS AND POWERS OF ATTORNEY**

The Legal Office can provide advice and assistance regarding wills and Powers of Attorney.

#### **WILLS**

When a person dies, his or her property must pass to someone else. The determination of who gets what is governed by one of two ways. Your property will be distributed according to the terms of your Will, if it is a valid Will, or if you have no Will, it will be distributed according to the law of the state in which you are domiciled. State laws regarding descent and distribution specify your heirs and next of kin are entitled to receive your property. For many persons the laws of intestate succession (passage of property without a Will) provide for the persons one would normally want to protect. For example, if you died without a Will and you are presently unmarried, your entire estate would pass to any children or other descendants of yours or, if none, to your parents. Federal and State tax questions must also be given careful thought prior to writing a Will. Careful consideration should also be given to property held under joint tenancy with rights of survivorship and to life insurance. An expert in estate planning should be consulted if the estate is large. Wills can also be utilized to set up guardianships and trusts for minors or others.

## **POWERS OF ATTORNEY**

This is a document, which authorizes another person to do any legal act, which you might do for yourself. This document should be utilized with caution.

Once a Power of Attorney is granted it can be revoked, but it is best if the document contains a specific expiration date. If one gives a Power of Attorney, it generally should be for no more than one year. You may wish to have either a limited or general power of attorney to authorize someone to act in your behalf and to protect your interests in your absence. A Special Power of Attorney authorizes an agent to act as your substitute and on your behalf in regard to a specific action such as registering an automobile, shipping household goods, use of your credit under specified circumstances, authority to sell particular property, or act under your authority in certain of your business affairs. On the other hand, a General Power of Attorney gives the agent authority to act as your substitute and on your behalf in all of your affairs without restriction and should be used with extreme caution.

## **MEMBERS ELIGIBLE FOR DEPLOYMENT**

If the Temporary Duty (TDY) completion date is more than 30 calendar days before date of separation (DOS), the member is available for deployment. Members who have less than 30 calendar days before DOS are not available. Unit commanders may waive this restriction provided TDY will not interfere with DOS processing and departure dates (DOS must not expire during TDY). Before approving a waiver, commanders must review all other available avenues according to AFI 36-2110, *Assignments*.

Military personnel who have adopted children are not available for deployment until 4 months after the effective date of adoption. For military couples, only one member is exempt.

Member is available unless a Temporary Duty (TDY) restriction was approved by the Air Force Personnel Center as specified in AFI 36-2110.

A time on station (TOS) minimum for personnel deploying is 45 days. This period allows members who have recently made a Permanent Change of Station (PCS) move to stabilize their personal affairs and satisfy essential post-PCS military requirements. Personnel with less than 45 days TOS are not available for deployment unless waived by the unit commander and no other resource is available to accomplish the TDY mission.

Ex-prisoners or evaders of capture during an armed conflict do not deploy to areas where the same combatants may capture them or by nations sympathetic with the combatants.

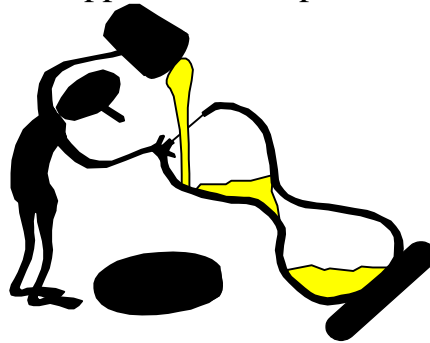
## **DELAY AND EXEMPTION FOR MILITARY MEMBERS**

Delay is a postponement of not more than 30 days in reporting to active duty (AD).

Exemption is the total relief from the order to AD. Officers (unless retired) requesting

exemption must tender their resignations in accordance with AFI 36-2115 or AFI 36-3209.

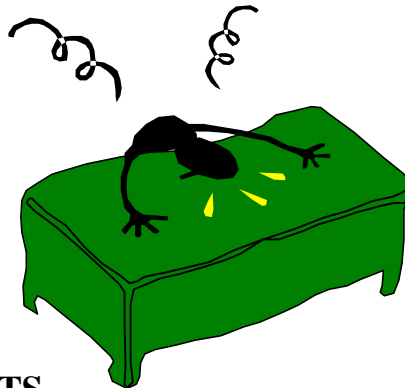
Airmen (unless retired) with an approved exemption will be discharged according to AFI 36-3209.



### **UNIFORM CODE OF MILITARY JUSTICE (UCMJ)**

Upon entry on Title 10 Extended Active Duty (EAD) you are subject to the provisions of the Uniform Code of Military Justice.

The Uniform Code of Military Justice is a code of law enacted by Congress and designated to regulate the subject of military criminal law and procedure. Military criminal law is administered through three types of judicial tribunals called courts-martial, and through a fourth method called non-judicial punishment. Courts-martial are tribunals designed to provide a fair hearing for persons charged with the commission of an offense against the code. They have the power to hear evidence, determine facts and impose punishment. Non-judicial punishment is a less formal procedure for dealing with minor offenses. Non-judicial punishment is authorized under Article 15 of the Code. Through the provision of this Article, a commanding officer may impose punishment upon members of his command for minor offenses without resorting to a court-martial. The nature and limits of punishment are clearly defined.



### **RE-EMPLOYMENT RIGHTS**

Upon release from Extended Active Duty (EAD), you are entitled to re-employment with the employer for whom you worked at the time of mobilization. You must apply for such re-employment rights within 90 days of your release from

Extended Active Duty (EAD). If you have any questions or require assistance, see the Judge Advocate.

## **AIR TECHNICIAN BENEFITS**

*The following information applies to the full time Air Technician member and/or family.*



### **TECHNICIAN EMPLOYMENT**

Mobilized technician employees may use accumulated military and annual leave before being placed on leave without pay (LWOP) for a period not to exceed four years. While on LWOP, service is creditable for within grade increases. While in a nonpay status, you will not accrue any annual or sick leave. Federal Employees Health Benefits (FEHB) may continue coverage for up to one year while on LWOP.

### **FEHBP (FEDERAL EMPLOYEES HEALTH BENEFIT PLAN)**

Your Health Benefits may be continued or cancelled at your option. If you do not elect to continue your civilian health insurance during military training or service, you are entitled to immediate reinstatement of that coverage upon your return to your civilian job. There will be no waiting period and no exclusion of pre-existing conditions, except for service connected disabilities for which the U.S. government will provide care. If continued, premiums will be paid when the employee returns from Active Duty. The monthly premium will be doubled until repaid.

### **FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)**

If the Technician goes into a non-pay status, FEGLI coverage will continue for a period of 12 months with no premiums. The 12 months of non-pay status may be continuous or broken by periods of less than 4 consecutive months of pay status.

### **NATIONAL GUARD ASSOCIATION OF UNITED STATES (NGAUS) AND AMERICAN EQUITY LIFE INSURANCE (VULCAN)**

Technicians converting to a non-pay status must make premium payments directly to NGAUS or Vulcan. If the Technician does not continue to pay premiums, NGAUS or Vulcan Life Insurance will not be active. The NGAUS and Vulcan Life



Insurance coverage has no war or aviation exclusions to life protection. Benefits are not payable for disabilities resulting from Active Duty in Federal Service lasting more than 30 days.

### **ACTIVE DUTY CREDIT FOR CIVIL SERVICE RETIREMENT SYSTEM (CSRS) & FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)**

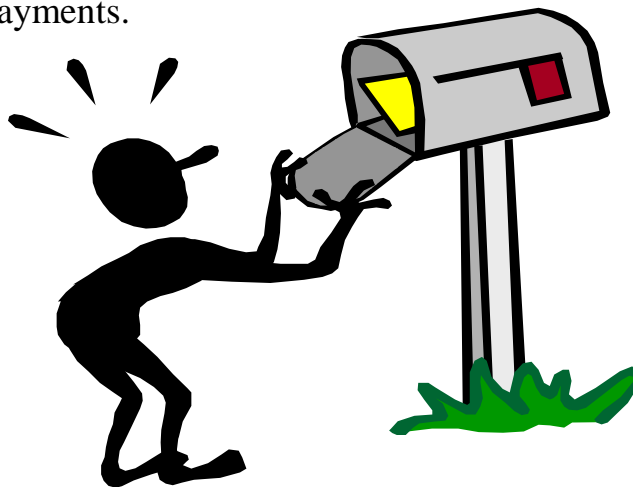
Title 10 active duty is automatically credited to CSRS retirement, but service credited without deposit is offset at age 62. Military service is not automatically credited to FERS unless deposit is made into the civil service retirement system for military service. Contact the Full Time Manning Office for military buyback forms.

### **THRIFT SAVINGS PLAN (TSP)**

If the member is not being paid as a technician, Thrift Savings Plan deductions are cancelled until reinstated to technician service.

### **THRIFT SAVINGS LOANS**

If the member is not being paid as a technician, then it is the member's responsibility to keep up with their loan payments.



### **UNION DUES**

When an employee, who is otherwise eligible for dues withholding, is in a nonpay status for an entire pay period, no deductions for dues will be made from future earnings to cover that particular pay period. The employee will not be required to deposit with the Comptroller the amount which would have been withheld if he had been in a pay status during the pay period in question.

### **SAVINGS BONDS**

If a member elects to use the 44 military leave program (explained on the following pages), the savings bond deductions will continue as usual. If the member is in a nonpay status the savings bonds will stop and only continue when member returns to technician pay status.

## CHARITIES

If member elects to use the 44 military leave program (explained on the following pages), the charity deductions will continue as usual. If member is in a nonpay status the charity deductions will stop and only continue when member returns to technician pay status.

## TIPS & INFORMATION ON MILITARY PAY AND TRAVEL PAY

1. **Direct Deposit (EFT)** - This program is mandatory. Please keep this up to date and always current. If your account closes, your Military Pay will go into a hold status until a new Direct Deposit is established. Travel Pay will go to the same bank as your Military Pay unless the member has made other arrangements with Travel.
2. **Power of Attorney (POA)** - Please make sure this is up to date and very specific. For someone to receive information on your Pay they must have a **Specific Power of Attorney**, a general POA will no longer work. Please make sure it states that this person may have access to all aspects of your Military, Technician, and Travel Pay. Also, include if this person is able to change information on your pay accounts. If it does not state changes allowed, no changes will be allowed. For more information please contact your local Finance Office.
3. **Leave and Earnings Statements (LES)** - Please read these and look over all information. It is very important that the information is correct. Military LES's are mailed out at least once a month to the address listed in the Personnel (MPF) system.
4. **American Express (AMEX)** - The member can now have a specific amount sent directly to his/her AMEX bill. The rest will be Direct Deposited into the member's Military Pay Bank or wherever the member specifically set the Travel Pay to go.
5. **Debts and Allotments** - Debts due to legal action against the member (Garnishments, Bankruptcies, Tax Levies, etc) will still be legally in affect and the member will need to make these payments on their own, when they are not receiving their technician pay. If these payments are not kept up the member could face legal action.

## FACT SHEET ON ADDITIONAL 44 DAY OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS) MILITARY LEAVE OPTION

- This program provides individuals who are Military Reserve Technicians an alternative means to perform military duty above and beyond the normal 15 days of military leave they receive without seeing a significant reduction in their normal family income. Some key points regarding the program:
  - The individual is in a military status and under Military Control throughout the entire tour

- The member will receive his/her normal Civilian Pay with all technician benefits still intact (i.e., family health insurance, TSP, etc.) in lieu of the military pay unless the military pay is greater-in which case they will receive the differential
- An individual electing to use the “additional 44 day OCONUS military leave option” will be in Title 10 military status and will not earn compensatory time
- A technician on an alternate work schedule will be rescheduled to five eight hour days per workweek (Monday through Friday)
- There must be two intervening non-workdays
  - Time Cards for individual technicians using the 44 day OCONUS program will be coded LV (admin leave) on the timecards for the Monday through Friday work week
  - The intervening weekend days will be coded KA (leave without pay)
- The normal 15 days of military leave can be used in conjunction with the additional 44 day OCONUS military leave program, but if utilized, the normal military leave must be used at the start of the tour
- Members utilizing this program will receive their normal military pay and allowances for the intervening weekend days during the period of active duty covered by the program
- The member will not receive their military pay until after they return from the Temporary Duty (TDY) and Finance has received a copy of the orders certified by an authorized individual (same process as Annual Training)
- Points are accrued for the entire time frame that the member is on orders
- Orders for individuals utilizing the 44 day OCONUS option must be published to specifically identify what the member is doing (i.e., specific dates of 44 day military leave program and also use of LM at the beginning of the tour)

The calendar on the following pages provides an example of how the 44 day OCONUS military leave program could be used to complete a 90 day extended Active Duty tour. There are several variations in which this program can be used. ***THE EXAMPLE ON THE FOLLOWING PAGES ARE ONLY ONE OPTION***

#### **Original 15 days of military leave (paid military and technician)**

September 2 – 16

#### **44 days military leave starts (paid technician status)**

September 17 – 19, 22 - 26

September 29 - 3 Oct

October 6 - 10, 14 – 17, 20 - 24, 27 – 31

#### **Active Duty (military pay only, technician LWOP)**

September 1, 20 - 21, 27- 28

October 4 - 5, 11 – 13, 18 – 19, 25 – 26

# MONTHLY PLANNER

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# MONTHLY PLANNER

## October

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## MOST COMMONLY ASKED QUESTIONS

***Do I have different orders for Military Pay and Non-Military Pay duty?***

No, you will have one set of orders.

***Do I earn comp time?***

No

***Do I continue to receive hazardous duty pay, night differential?***

No. Receive regular base pay.

***Will my career field AFSC bonus be affected?***

No, whether you are voluntarily or involuntarily called to extended active duty (EAD) your bonus should not be affected.

***If injured, do I apply for workers compensation?***

No, You are not eligible because you would be in Title 10 active duty status. You would receive treatment at a military hospital.

***Do we have the option of using some military leave that is on the books or do we have to use the forty-four days from start to finish?***

Yes, regular military leave must be used first.

***If we elect to go military status how does the technician deductions continue?***

See Air Technician benefits on previous pages of the booklet.

***Can we elect to use annual leave instead of military leave?***

Yes, the Finance Office will need to know this in advance.

***How does the military leave affect the traditional guardsmen and their employer?***

The military leave only applies to full time Air Technicians.

***If I'm deployed how will my spouse be able to reach me in an emergency?***

The 184 Bomb Wing has a Family Support Group who would have a hotline available 24 hours a day.

***Will all of my dependents be entitled to military medical care?***

No, only if the military member is on extended active duty (EAD) for more than 30 days, and their dependents are listed in the Defense Enrollment Eligibility System (DEERS). To make sure your dependents are enrolled in DEERS contact Military Personnel Flight ext. 687-7836.

***Where will my Leave and Earnings Statement (LES) go?***

The LES will continue being mailed to wherever it goes now.

***If my Defense Enrollment Eligibility System (DEERS) eligible dependents have a medical emergency out of town, where do they go for treatment?***

If the military member is on active duty for more than 30 days but less than 180 days, the dependents may use any civilian medical facility. For more information see page 3 of this booklet.

***How will my family be able to contact me if I'm deployed OCONUS?***

A post office box will be established and Family Support would have addresses and phone numbers.

***If I'm deployed as an Active Guard /Reserve (AGR) will my pay change?***

Some entitlements may change such as Base Allowance for Housing (BAH) (if you're single without dependents) and Special Pays depending on location of deployment.

***Will my spouse be allowed to handle situations that may arise with my pay while I'm on Temporary Duty (TDY)?***

Only if you have a Special Power of Attorney specifically allowing your spouse pay information. Finance will need a copy of the Special Power of Attorney.

# 184<sup>th</sup> FAMILY READINESS CHECKLIST

## LEGAL/ADMINISTRATIVE

**YES**      **NO**

Are my family's ID cards up to date and valid until after my spouses return?  
(Children 10 and above need ID cards) \_\_\_\_\_

Are my family members currently enrolled in Defense Eligibility Enrollment Reporting System (DEERS)? \_\_\_\_\_

Do I have all the Powers of Attorney I need so I can take necessary action on important family matters during his/her absence? \_\_\_\_\_

Has my sponsor executed a Special Power of Attorney so that I can cash his/her check on his/her military finances? \_\_\_\_\_

Do I know where the General/Special Powers of Attorney are kept? \_\_\_\_\_

Does the legal guardian of my children have General/Special Power of Attorney to provide the necessary care for my children? \_\_\_\_\_

Do I have copies of all our federal and state tax records? \_\_\_\_\_

If necessary, do I know where I can go for assistance in preparing my taxes? \_\_\_\_\_

Do my spouse and I have up-to-date wills/trusts? If yes, do I know where they are?  
If not, do I know where I can go to get one done? \_\_\_\_\_

Do my spouse and I both have adequate life insurance coverage? \_\_\_\_\_

Do I know who the beneficiaries are, if my spouse carries Servicemen's Group Life Insurance (SGLI)? \_\_\_\_\_

Do my spouse or I have any other life insurance coverage?  
And do I know where the insurance policies are kept? \_\_\_\_\_

Do my spouse and I know about the Soldier's and Sailor's Civil Relief Act? \_\_\_\_\_

Do my spouse and I know how to "trigger" the Soldier's and Sailor's Civil Relief Act when necessary? \_\_\_\_\_

Do I know what my benefits and entitlements would be if my spouse is mobilized? \_\_\_\_\_



## **MEDICAL**

**YES      NO**

Are immunizations for all family members up to date? \_\_\_\_\_

Do I know where my health and dental records are kept? \_\_\_\_\_

Do I know where my children's health and dental records are kept? \_\_\_\_\_

Do I know whom to contact for medical assistance, if needed? \_\_\_\_\_

Do I know who to contact and where to go for emergency medical services? \_\_\_\_\_

Do I know how to use the Tricare medical program or who to contact to get information on this service? \_\_\_\_\_

Do I know a reliable baby-sitter should emergencies arise? \_\_\_\_\_

Do I know who to contact to get information about my spouse's civilian health insurance? \_\_\_\_\_

Are we still covered under my spouse's civilian health insurance? \_\_\_\_\_

## **FINANCE**

**YES      NO**

Do I know how much my spouse's paycheck will be as a military member? \_\_\_\_\_

If my spouse has a civilian job, does he/she still receive a paycheck from his/her company/agency? Do I know whom to contact, if necessary? \_\_\_\_\_

Do I know when my spouse's military paycheck is being deposited? \_\_\_\_\_

Do I have access to the account? \_\_\_\_\_

Will I have money readily available to me on a continuing basis during my spouse's absence? \_\_\_\_\_

Has my spouse initiated an allotment to be sent to my bank or another accessible bank account? \_\_\_\_\_

Is the above allotment sufficient to purchase all the necessitates to maintain a household for me and the rest of the family? \_\_\_\_\_

	YES	NO
Do I know the account number(s) and the name(s) and address(es) of the bank(s) in which we have account(s)?	_____	_____
Do I know the types of accounts that we have and do I have access to these accounts if necessary?	_____	_____
Do I know where all the bank books are and any extra checks?	_____	_____
Do I know how to read my spouse's Leave and Earnings Statement (LES)?	_____	_____
Do we have a safe deposit box, do I know where the key and box are kept and can I get access to this box if necessary?	_____	_____
Are all our credit cards accounted for? Are numbers logged and kept in a safe place?	_____	_____
If there is a personal identification number involved (PIN), do I know it? Do I know the address to notify for each in case I lose the card(s)?	_____	_____
Are all our checking accounts balanced and do I know how to manage and balance a checking account?	_____	_____
If my spouse is going to change the account that his/her SUREPAY goes to, has he/she accomplished this yet? (Only the military sponsor can do this)	_____	_____
Do I know that my spouse can give me a Special Power of Attorney so that I can make inquiries concerning pay matters at the Finance Office, to make administrative changes to my local mailing address, or to start or stop his/her BAQ when he/she is unavailable? (Please check with the Military Pay Section at the Finance Office to verify that this Power of Attorney contains the correct language)	_____	_____
Do I know what bills we have outstanding, the monthly payment owed, the total amount due, and when and where the bill is to be paid?	_____	_____
Mortgage/rent	_____	_____
Telephone	_____	_____
Water	_____	_____
Gas/electric	_____	_____

	<b>YES</b>	<b>NO</b>
Trash Collection	_____	_____
Insurance (life, property, auto, etc.)	_____	_____
Taxes	_____	_____
Credit cards/installment purchases	_____	_____
Student loans	_____	_____

### **AUTOMOBILE**

	<b>YES</b>	<b>NO</b>
Do I know how and am I licensed to drive the car?	_____	_____
If I can't drive, have I made arrangements as to how I will get around?	_____	_____
Do I need to renew my license or registration?	_____	_____
Do I know the name and address of the company holding the lien on the car?	_____	_____
Do I know where all the important documents are regarding my vehicle (title, registration, insurance policy, warranties, etc.,)?	_____	_____
Am I insured to drive?	_____	_____
Is my vehicle in good working condition and do I know where to go if repairs are needed?	_____	_____
Do I know what warranties still exist on the vehicle and when they will expire?	_____	_____
Do I have a duplicate set of keys?	_____	_____
Can I make emergency car repairs if necessary or do I know who to call if the car breaks down and I'm not at home?	_____	_____
Do I know where maintenance information on the car is kept? (When the oil was changed last, tires rotated, tune-up etc.)	_____	_____
Do I need to learn how to change a flat tire, if necessary, or the number to AAA etc.	_____	_____

## **HOUSING**

Do I know the location and how to use the following:

**YES      NO**

The electrical control box (fuse/circuit breakers) and how to replace fuses when necessary?

\_\_\_\_\_

Water shut off valve in case of emergency (broken, froze, or leaking pipes, etc.)?

\_\_\_\_\_

Gas Control valve in case of emergency (leaking gas, fire, etc.)?

\_\_\_\_\_

The furnace and water heater?

\_\_\_\_\_

If I do encounter problems, do I have the names and numbers of an electrician, a plumber, etc.?

\_\_\_\_\_

Do I have duplicates of all the keys for the house/apartment?

\_\_\_\_\_

If we have a security system for the house/car(s), do I know how they function and the passcode(s)?

\_\_\_\_\_

Do I know how to contact and locate the local Police, Fire Department and Hospital?

\_\_\_\_\_

## **SUPPORT AGENCIES**

**YES      NO**

Do I know what support agencies are available to my family?

\_\_\_\_\_

Finance – Military pay questions

\_\_\_\_\_

Legal – Wills, Powers of Attorney

\_\_\_\_\_

Mission Support Group – ID Cards, SGLI, Benefits and Entitlements,  
DEERS Enrollment

\_\_\_\_\_

Family Support Group – Assistance for family members

\_\_\_\_\_

Chaplain – Assistance for family members

\_\_\_\_\_

Red Cross – Emergency Contact

\_\_\_\_\_

## **CHILDREN AND PETS**

	<b>YES</b>	<b>NO</b>
Do I need to arrange different child care?	_____	_____
Have I explained to my children why and how long the other parent will be gone?	_____	_____
Are my pets taken care of?	_____	_____

## **IMPORTANT DOCUMENTS**

Lastly, it is vitally important for a military family to have copies of important documents and other valuable information in one organized, comprehensive file. It is equally important that both spouses be intimately familiar with this file and its location so that each knows how and where to find documents when they are needed. As a minimum, the following documents should be included:

	<b>YES</b>	<b>NO</b>
1. Marriage Certificate	_____	_____
2. Birth Certificates for all family members	_____	_____
3. Citizen papers (if applicable)	_____	_____
4. Adoption or guardianship papers	_____	_____
5. Social Security numbers for all family members	_____	_____
6. Shot records for all family members	_____	_____
7. Powers of Attorney	_____	_____
8. Wills/Trusts(or copies with information as to where the originals are kept)	_____	_____
9. Insurance policies	_____	_____
10. Automobile titles and registration documents	_____	_____
11. List of all immediate family members (addresses and phone numbers)	_____	_____
12. List of emergency "Next of Kin" contacts	_____	_____
13. List of all credit card and account numbers	_____	_____

	<b>YES</b>	<b>NO</b>
14. List of all stocks, bonds, and where certificates are located	_____	_____
15. List of all mutual funds, their account numbers, addresses, and telephone numbers	_____	_____
16. Court orders relating to divorce, child support, child custody, etc.	_____	_____
17. Real estate documents (i.e. – mortgages, notes, deeds, leases)	_____	_____
18. Copies of any installment contract (i.e. – automobile, furniture, DPP, student loans)	_____	_____
19. List of bank accounts, types of accounts, and their numbers	_____	_____
20. Leave and Earning Statements (LES)	_____	_____
21. Tax documents (i.e. – W-2, W-4, 1099, deduction receipts)	_____	_____
22. DD 214 – Military documents	_____	_____



